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PROFESSIONAL EXPERIENCE

MARKLE FOUNDATION, WASHINGTON, DC

Aug. 2019-present

Chief of Staff and Senior Advisor. Current Salary: \$225,000. Provide strategic counsel and organizational, programmatic, and budgetary leadership for a nonprofit with 45+ staff and an annual budget of \$15.7 million. Design and manage the leadership team's processes and structures to help ensure the organization operates strategically, effectively, and efficiently. Advance and support strategic planning and cross-organizational programmatic alignment and integration across Markle's data insights, employer, coaching, training, digital solutions, delivery, and policy workstreams. Advise programmatic areas and serve as the organizational expert on learning and education. Manage the CEO & President's office to ensure she is supported in her internal and external leadership and manage a support team of 2. Serve on Markle's leadership team.

Lead the development and execution of a new learning and training workstream as part of Markle's Rework America Alliance initiative that aims to identify and provide guidance on quality and affordable training programs in order to help connect thousands of unemployed adults to in-demand jobs. Lead a learning and training working group of Alliance partners and collaborators, including national and local colleges and training providers, businesses, education and data experts, advocacy organizations, and a national union. Manage Markle's relationship with the workstream's internal staff and external consultants. Manage a budget of more than \$900,000 annually.

Lead federal policy strategy and communications, in close collaboration with the Policy Director, focused on developing and advancing policy ideas to help adults access quality postsecondary education and training. Manage the internal policy table, Markle's 8-person process for developing and deliberating policy ideas and proposals and oversee a policy and policy communications budget of \$2.1 million annually.

Provide strategic leadership for Markle's communications strategy, managing Markle's relationship with our external communications firm, including the 4 individuals assigned to the project, and closely coordinating the work of Markle's internal communications team, consisting of 4 individuals. Prior to the launch of the Alliance, from January to June 2020, oversaw the Rework America Business Network, a multi-million dollar effort to help 11+ large, national employers adopt more skills-based talent management practices.

DISTRICT OF COLUMBIA PUBLIC SCHOOLS, WASHINGTON, DC

Aug. 2017-Jul. 2019

Deputy Chief, Policy Advisor. For a school district with more than 49,000 students, led implementation of the Every Student Succeeds Act, a districtwide strategic priority, with numerous deliverables, covering a wide range of topics, including accountability, school improvement, school and district funding, communications, school leader training, and strategic planning, and involving collaboration with several different offices and teams across DCPS, the Office of the State Superintendent of Education, the DC State Board of Education, and the Public Charter School Board.

Developed and released the Districtwide Improvement Framework and designed comprehensive, 3-part proposal of strategies for transforming DCPS's lowest performing schools. Designed the district's school operator partnership structure and performance management system. Worked with DCPS leadership to implement the partnership structure in order to absorb a closing charter school and reopen the school as a new DCPS school and to launch the DCPS-Bard College partnership and open a new high school, the Bard High School Early College.

From February 2019 to June 2019, served as interim chief of staff to the Deputy Chancellor, Social, Emotional, and Academic Development. Served as a strategic advisor to the Deputy Chancellor. Managed high-profile, cross-functional priorities and initiatives, including managing core components of a major central office reorganization and the hiring for ~70 positions. Managed office's budget and hiring processes and systems. Managed a team of 3-5.

OFFICE OF SENATOR MICHAEL BENNET, WASHINGTON, DC

Jul. 2013-Aug. 2017

Deputy Legislative Director (June-Aug. 2017); Senior Policy Advisor (Aug. 2015-June 2017); Legislative Assistant (Jul. 2013-Aug. 2015). Served as the Senator's policy, communications, and strategic advisor on early childhood, elementary and secondary, and postsecondary education. Staffed and advised the Senator on the reauthorization of the Elementary and Secondary Education Act. Developed and negotiated the inclusion of dozens of policy priorities in the 2015 Every Student Succeeds Act, including provisions on teacher and school leadership and professional development, talent systems, accountability and school improvement, innovation, and school finance.

Developed post-secondary and career and technical education policy agendas, including proposals for FAFSA and student loan simplification, to create debt-free college through a quality-improvement focused federal-state partnership, and to expand access to innovative, high-quality postsecondary education programs and apprenticeships. Staffed the Senator in connection with a taskforce comprised of college presidents and focused on improving federal higher education regulation.

Designed and implemented legislative, outreach, and communications strategies with national, state, and local education leaders, experts, college presidents, constituencies, advocates, unions, stakeholders, and organizations to carry out the Senator's agenda. Prepared and staffed the Senator for hearings, events, speeches, and meetings. Managed the work of 2+ team members.

COLORADO DEMOCRATIC PARTY, DENVER, CO

Oct.-Nov. 2016

Volunteer/Staff. Led implementation of statewide voter protection program, including volunteer recruitment, training, and strategic poll watcher assignments, managing the resolution of election and voting related issues, challenges, and disputes, and cross-campaign coordination. Managed a program involving 5 team members, 15+ office volunteers, and 400 poll watchers.

CENTER FOR AMERICAN PROGRESS, WASHINGTON, DC

Jul. 2012-Jul. 2013

Education Policy Analyst. Researched and wrote reports, briefs, columns, and op-eds, and advised on policy issues related to federal education funding, school finance, governance, and early childhood education. Researched, drafted language, and analyzed proposals on teacher quality and preparation, accountability, and governance for a member of the US Department of Education's Equity and Excellence Commission. Research on school funding was cited by New York Times Editorial Board.

UNITED STATES DEPARTMENT OF EDUCATION, WASHINGTON, DC

Jul.-Aug. 2011

Intern for the Senior Advisor on Early Learning. Supported the development of the Department of Education's Race to the Top-Early Learning Challenge. Drafted policy language and helped draft the RTT-ELC grant application. Participated in policy and interagency meetings. Organized and summarized public input responses.

ARNOLD & PORTER, LLP, WASHINGTON, DC

May-Jul. 2011

Summer Associate. Performed legal research and analysis and drafted memoranda on civil and criminal litigation issues, including: eligibility for attorney's fees in a suit for veterans benefits, questions of personal jurisdiction over foreign corporations, the transferability of patent licenses, and the admissibility of lay-eyewitness identifications. Assisted in drafting the complaint in a suit challenging the constitutionality of a Kansas State law.

UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT, SAN DIEGO, CA Extern for Hon. M. Margaret McKeown. Assisted law clerks in researching and writing bench and shadow memos,

opinions, and memorandum dispositions. Analyzed memos supporting and opposing an en banc call. WHITE HOUSE COUNCIL ON ENVIRONMENTAL QUALITY, WASHINGTON, DC Feb.-Jul. 2009

Scheduler for Chair Nancy Sutley. Responsible for strategic and logistical planning and management of the Chair's daily, weekly, and monthly schedules in order to maximize the ability to achieve CEQ's priorities and objectives. Organized and investigated requests, prioritized recommendations with staff input, and strategically responded.

OBAMA FOR AMERICA/CAMPAIGN FOR CHANGE, PA, IL, NJ, IA, TX, SD Sept. 2007-Nov. 2008 Pennsylvania Voterfile Manager & Primary H.Q. Data Desk. Lead analyst and data manager for statewide campaign with 300 employees, 4,000 volunteers, and a \$20 million dollar budget. Responsible for campaign's Pennsylvania voter contact and volunteer database management. Helped develop and implement multiphase voter targeting and field strategy. Organized, analyzed, and implemented projects to increase efficiency and maximize votes for then-Senator Obama. Managed team of 7+ members.

South Dakota Primary GOTV Director. Planned and led Get-Out-The-Vote mobilization, directing work of 1000 staff and volunteers.

EDUCATION

THE BROAD CENTER, Master of Education in Educational Leadership, The Broad Residency, 2017-2019

YALE LAW SCHOOL, Juris Doctor, May 2012

Education Adequacy Project Clinic, Student Director, Project for Law & Education; Yale Law & Policy Review, Policy Editor

UNIVERSITY OF CALIFORNIA, BERKELEY, LAW SCHOOL

J.D. candidate, transferred after first year, 2009-2010; Prosser Award in Civil Procedure; High Distinction (top 10%)

UNIVERSITY OF PENNSYLVANIA, Bachelor of Arts, May 2007, *summa cum laude*, in American History and Political Science (with Distinction), Minor in East Asian Languages & Civilizations (Chinese)